



news and information  
for employees of the  
City of Saint Paul

**September 21, 2001**

## In this issue

Knowledge Management  
fall specials

Optional insurance at  
open enrollment

Your 24-hour-a-day  
Credit union

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*Norm Coleman*

### Councilmembers

*Dan Bostrom,  
President*

*Jay Benanar*

*Jerry Blakey*

*Christopher Coleman*

*Patrick Harris*

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# City Update

[www.ci.stpaul.mn.us/cityupdate](http://www.ci.stpaul.mn.us/cityupdate)

## IS THIS YOU?



When you put on a cap and a T-shirt, do people tell you that you look like Charlie Brown? When you start bossing everyone around, do they start calling you Lucy? Do they yell "Hey, Linus!" when you pick up your security blanket?

If that's you — or if you just want to have some fun in Downtown Saint Paul — come to the PEANUTS character Look-Alike contest at Ecolab Plaza on Sunday, the 23rd.

The fun begins at Noon with an hour of sign-ups and picture-taking for the Look-Alike contest. Prizes will be awarded for the best

- Charlie Brown,
- Lucy Van Pelt,
- Sally Brown,
- Marcie Johnson,
- Linus Van Pelt, and
- "Peppermint Patty" Reichardt

Winners will be named at 1:00.

Following the Look-Alike contest, the winners of the people's choice for best statue will be announced. So far there have been 10,000 online votes for statues of "Your Favorite Charlie Brown." In fact, there's still time left to vote in this (very unscientific, free-for-all) poll. You can vote at [www.ci.stpaul.mn.us/charlievote](http://www.ci.stpaul.mn.us/charlievote).

At about 1:30, you have the chance to win your very own Charlie Brown Around Town statue. All

summer one-dollar raffle tickets have been sold for the Lucky Chuck mosaic statue. You can buy raffle tickets right up until 1:15 on Sunday. Don't miss this chance to win this one-of-a-kind, valuable prize.

Downtown will be rockin' with sounds provided by KS95 radio. The PEANUTS Gallery will be open, with art on display by the Charlie Brown artists, and Charlie Brown Around Town paraphernalia for sale. Several food vendors will be on hand to treat your tummy.

And if all that's not enough, the Minnesota Wild are having their first 2001-2002 pre-season home game just blocks away at the Xcel Energy Center. Their opponents are the Calgary Flames.

All 102 Charlie Brown statues will be Downtown. Up until now, a few hard-to-move statues had remained at their posts. But on Sunday, all 102 will be lined up on Wabasha Avenue, or just off Wabasha.

Don't miss this chance to see all the Charlies, plus a few look-alikes — and maybe even win one for yourself.

[www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)

*Places to go. Things to do.*

[ilovesaintpaul.com](http://ilovesaintpaul.com)

# Knowledge Management Fall Specials

Human Resources Knowledge Management presents "Learning in the City," a series of workshops and services. These workshops are designed for all employees interested in increasing their knowledge, skills, and abilities. They will serve the development needs of a broad base of learners. Select one or more topics and coordinate these with your work schedule. There is no need to register ahead of time, and participation is unlimited. If required, obtain authorization for attending from your supervisor.

All workshops will be held in the basement of the City Hall and Courthouse, Room 41. Customized versions of the workshops can be offered at your work site. If you have any questions or would like more information, please call Steve Cvinar at 651-266-6531.

<b>The Leader in Each of Us:</b>	<b>Wednesday, October 10th</b>	<b>8:30 am – Noon</b>
With far-reaching advances in technology, increasing customer expectations, and the expansion of the global marketplace redefining competitive success, organizations face a host of challenges. One key way to respond to these challenges is to make leadership the responsibility of everyone in the organization.		
This workshop explains why individuals throughout the organization need to assume expanded, flexible roles and take greater responsibility for the organization's success. In a two-part simulation, participants see how barriers can prevent organizations from responding and adapting to business realities. Suggested for all employees.		
<b>12 O'Clock High — Leadership Strategies Under Fire:</b>	<b>Wednesday, October 10th</b>	<b>1:00 am – 4:00 pm</b>
Participants in this workshop will view the 1949 film, "Twelve O'Clock High" and use this film to stimulate discussion about their own tactical and strategic thinking and how it applies to their effectiveness in the organization. This workshop originated at the Harvard Business School. Suggested for mid-level managers, office directors, and department heads.		
<b>The Team Advantage:</b>	<b>Wednesday, October 24th</b>	<b>8:30 am – Noon</b>
This workshop examines why organizations are moving to teams, what this change means to team members, and what challenges and rewards team members can expect from working in teams. In an overview of the new team-oriented workplace, participants look at the ways that teams help organizations meet today's competitive challenges. Suggested for anyone working in or anticipating involvement in a team environment.		
<b>The Merit System:</b>	<b>Wednesday, October 24th</b>	<b>1:00 am – 2:00 pm</b>
Topics in this workshop will include History of Civil Service - Nationally and Locally; how the system Works in Saint Paul and for Employees; Key definitions; Employee Expectations; Recent Rule Changes; Relationship to Bargaining Unit Contracts; Appeal Process; The Future of Civil Service; and questions. Suggested for all employees.		
<b>Developing Team Plans:</b>	<b>Wednesday, November 7th</b>	<b>8:30 am – Noon</b>
Successful completion of team projects depends on a sound but flexible planning process. This unit introduces steps teams can use to ensure they coordinate tasks smoothly and efficiently. It is designed for participants who are currently engaged in team planning and need a "just in time" introduction to planning tools and techniques. Participants learn to analyze assignments and projects, develop well thought out plans, anticipate obstacles they may encounter, and seek alternatives for handling contingencies. Suggested for anyone working in a team environment.		
<b>Emotional Intelligence:</b>	<b>Wednesday, November 7th</b>	<b>1:00 am – 4:00 pm</b>
The buzz terms for the new millennium are EI and EQ, find out what these letters mean. This workshop will help you understand how our emotions help or hinder the workplace. We will explore the positive impact of emotional competence and have the opportunity to assess personal strengths and develop areas of our own emotional intelligence. Lastly, we will take time to establish a plan for ongoing emotional development. Suggested for all employees.		
<b>Proactive Listening for Managers:</b>	<b>Wednesday, November 28th</b>	<b>8:30 am – Noon</b>
In today's business environment, intense competition and rapid change have dramatically expanded the need for information. Today, workers need information about external influences and about the work of other functions. Proactive listening helps meet this need. It is also a powerful tool for building and maintaining the strong relationships required to reach personal and organizational goals. In this workshop, participants learn verbal and nonverbal techniques for moving from a reactive to a proactive approach to listening. Suggested for managers, office directors, and department heads.		
<b>Labor Relations 101 — Discipline 101:</b>	<b>Wednesday, November 28th</b>	<b>1:00 am – 4:00 pm</b>
Participants in this workshop will learn basic labor relations and employee performance information needed to manage and supervise effectively in a unionized environment. Topics include Labor Relations Laws and Concepts; Use of Probation Period; Coaching; The Contractual Discipline Steps; and Grievances. This workshop is designed for managers and supervisors.		

*Saint Paul, Minnesota. Founded in 1849. Rediscovered in 2000*

## Consider Optional Insurance at Open Enrollment

The City offers many types of optional insurance to you during open enrollment. For information on cost, and more details about each type of plan, see your Employee Benefits Booklet.

### *Long Term Disability Insurance*

During the month of October, you will have the opportunity to enroll for new amounts of Long Term Disability coverage. There will be no health questions asked if you are now enrolled in the plan.

Employees who turned down the coverage initially may enroll subject to approval of a health questionnaire.

It's easy to enroll in Long Term Disability coverage. Simply select the amount of coverage you want in a monthly benefit amount between \$500 and \$5,000 per month. You may choose up to a maximum of 60% of your salary. Then turn in your enrollment form to an Ochs, Inc. representative. Your coverage will begin on January 1, 2002. Coverage for pre-existing conditions will begin on January 1, 2003 for any additional amounts.

Long Term Disability insurance is a practical and cost effective way to assure that you have continued income if you become disabled and can no longer work. Measure the gap between your potential income and your ability to pay bills in the event of a disability, then enroll in the Long Term Disability plan during the October open enrollment.

### *Optional Life Insurance*

You now have the flexibility to apply to increase your term life insurance for both yourself and your spouse by any amount from \$5,000 to \$300,000. Financial experts suggest that people carry life insurance coverage equal to five to seven times their annual income.

The term life insurance plan designed especially for City of Saint Paul employees is a cost-effective way to make sure your insurance coverage is where it should be.

It's easy to apply for additional insurance for you and your spouse. Simply complete the group insurance application and the Evidence of Insurability (E.O.I.) form in your Employee Benefits Booklet. Then turn your forms in to an Ochs, Inc. representative by October 31. Your new coverage will take effect on January 1, 2002 or when it is approved.

### *Accidental Death & Dismemberment Insurance*

Accidents are the leading cause of death for Americans under age 37, and the fifth leading cause of death overall, according to the National Safety Council ("Accident Facts," 1995 edition). Accidental death and dismemberment insurance offers an affordable, convenient way to add increased financial protection from the consequences of an accident.

Apply for any amount of coverage from \$5,000 to \$100,000, then add up to one half the amount you elect to cover your spouse. This benefit pays in addition to any other life insurance benefits. And, you automatically qualify for coverage without a health questionnaire. Simply review your coverage, then complete the Group Insurance Application in your Employee Benefits Booklet.

Turn your forms in to an Ochs, Inc. representative by October 31. Your new coverage will begin January 1, 2002.

### *Short Term Disability Insurance*

Short Term Disability is just what its name implies... that is, an insurance program that pays you a monthly income while you recover from an off-the-job injury or illness. You may apply for a monthly benefit of up to \$2,000 in \$100 units, not to exceed 66 2/3% of your regular monthly pay. You begin to receive benefits on the first day of an accident, or the eighth day of an illness or pregnancy-related disability. Benefits can continue for up to six months.

Be sure to review your Short Term Disability needs, then complete the Group Insurance Application and Evidence of Insurability (E.O.I.) form in your Employee Benefits Booklet. Turn your forms in to an Ochs, Inc. representative by October 31. Your new coverage will take effect on January 1, 2002 or when your application is approved.

## Open Enrollment Starts October 1st

Your 2002 Employee Benefits Booklet and Benefit Election Form will be distributed by your payroll personnel the first week of October. Be sure to read all about the new optional dental plan! The schedule of open enrollment sessions will be published in the next newsletter, and will also be listed in your Employee Benefits Booklet. All forms for 2002 benefits must be submitted to Ochs In by October 31st.

## Optional Dental Plan Correction

The August 24 print version of "City Update" had an error in the dental information. For Orthodontics, there is no coverage with Tier II providers, not 50% coverage as stated in the newsletter.

## Your 24-hour-a-day Credit Union

City & County knows that members want to be able to take care of finances quickly and from the easiest, most convenient place. Often this is at home or work, which is why our services are only a phone call or mouse click away!

Three ways to get easy access to CCCU are:

TeleCenter: 651-225-2700 or 1-800-223-2801

ATLIS: 651-225-2772

Online: www.cccu.com



What happens when you call 651-225-2700? Your call is answered by a TeleCenter Member Service Representative. Our telephone representatives have all of the knowledge and skills that you expect to find when you sit down across the desk from a Member Service Representative at a CCCU office.

Let's say that you're getting ready to buy a new car. If you

call the TeleCenter, you can get a vehicle's "blue book" value in a matter of minutes. While you're on the same call, you can apply for your

low-interest rate Credit Union loan too. A Member Service Representative from the TeleCenter can help you open Money Markets, CDs, or even reset your SHAZAM Chek Card PIN number.

CCCU also has a 24 hours a day, seven days a week automated telephone teller, ATLIS. ATLIS should be called for account balances, deposit verifications, loan payments, transfers, and check clearings. Call ATLIS at 651-225-2772.

Prefer to handle finances online? CCCU offers online banking with PC FIRST at www.cccu.com. PC FIRST can be used to look up your account balances, determine which checks have cleared your account, or transfer funds between accounts.

Members can also use PC FIRST to pay their bills. (A nominal fee is charge for each bill.) PC FIRST does not require the use of special software.

Both ATLIS and PC FIRST are free services to our members. If you're not a member, stop by any of our three locations — the main office (on 11th), the Lowry building, or Maplewood — to join, or call the TeleCenter for questions.

City & County Credit Union is federally insured by the National Credit Union Administration.



**City & County  
Credit Union**

## Pre-retirement Planning Seminar

If you're planning to retire in the next ten years, and you haven't attended one of the City's pre-retirement planning seminars, now is the time!

The pre-retirement planning seminar is a long-range planning seminar designed to help you take practical steps NOW to enable you to spend your retirement years as you choose.

Information about Social Security, public pensions, fitness, nutrition, legal readiness, estate planning, financial planning, deferred compensation, and employee benefits will be presented by experts in their fields.

The seminar is scheduled for three Wednesdays next month — October 17th, 24th, and 31st, from 8:30 a.m. to 12:00 noon. All sessions will be held in Room 40 A & B of City Hall.

Registration is limited to 50 City employees; please do not register unless you will be able to attend all three sessions.

To register, submit a Risk Management Seminar Application to the Risk Management Division, 240 City Hall, by October 5.

If a partner will be attending with you, please include that person's name on your application.

## City job openings as of September 21st, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
09/21/01	Benefits Specialist	\$1358.30	See Job Ann
Open	Clerical Assistant BOE (part-time)	\$9.00 per hr	See Job Ann
Open	IS Information/Technical Analyst II	\$1436.07	See Job Ann
Open	IS Information/Technical Analyst III	\$1592.36	See Job Ann
Open	IS Systems Support Specialist II	\$1179.37	See Job Ann
09/27/01	Management Assistant II (prom)	\$1378.27	10/04/01
10/02/01	Workers Compensation Claims Processor	\$948.82	See Job Ann

\*\* This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after September 13th, please call our 24-hour job line, 651-266-6502.